

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1143

**GRADE:** S-33

**TITLE:** DEPUTY DIRECTOR FOR ADMINISTRATION OR OPERATIONS

**DEFINITION:**

Under the direction of the Director of Social Services, to perform responsible administrative and supervisory work in planning and directing the activities of a major division of the Department of Social Services (i.e., the administrative or operational activities); and to do related work as required.

**TYPICAL TASKS:**

Participates in formulating and administering a comprehensive social services program;  
Participates in developing departmental policies and procedures;  
Analyzes financial and statistical reports;  
Prepares special reports;  
Evaluates the performance of subordinate staff.

If Deputy Director over administrative activities, plans, directs and coordinates the work of the agency's Budget and Fiscal Management, Personnel, Support Services, and Grants, Contracts and Purchase of Services branches;  
Monitors the preparation of the agency's budget by the Social Services Fiscal Administrator;  
Oversees the procurement of grants and contracted client services;  
Oversees the preparation and maintenance of personnel transactions and records.

If Deputy Director over operational activities, plans, directs and coordinates the work of the agency's Prevention Services, Family and Child Services, Adult and Aging Services, Benefit Program Services, Crisis Management Services, Employment and Training Services, and Court Supervised Care branches, as well as the agency's field offices;  
Maintains a liaison with community health and residential agencies to facilitate the coordination of client services;  
Plans, directs, supervises and coordinates the development and implementation of specialized social service programs.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of the principles and practices of public administration, including organization, personnel, budgeting, and management analysis, and the ability to apply them effectively;  
Thorough knowledge of the agency functions to be supervised;  
Thorough knowledge of the philosophy and provisions of pertinent Federal, State and County laws, and the ability to interpret them accurately;  
Thorough knowledge of the principles of casework supervision;  
Ability to effectively administer agency-wide policies and procedures;

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Ability to communicate clearly and concisely, both orally and in writing;  
Ability to establish and maintain good working relationships with others.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a bachelor's degree in public administration, social services, human services, or a related field; plus six years of professional experience in social services or human services, two years of which must have included supervising professional staff. A master's degree in an appropriate field may be substituted for one year of the required experience.

ESTABLISHED: March 6, 1989

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